

Regulation of public domestic and private international Prague Letnany Airport Ltd.

LKLT-SMS-05

	Name	Function	Date	Signature
Written by / translated by:	bc. Richard Blaha / bc. Michal Lněnička	SM /DHA	22th February 2017	
Approved and published:	Ing. Robert Speychal	Ř	23th February 2017	
Comes into effect on:	30. 03. 2017	Edition: 4	Cancelled LKLT-LŘ-03062016	Date of publish 3rd June 2017

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Changes and corrections

Published document / Change No.	Comes into effect on:	Change description (page number, brief description of change or correction made)	Change made by/ Approved by
Edition 4	30. 03. 2017	New document	23 rd February 2017
4/1	11. 10. 2017	Range – Whole document, change of page numbers, Document format change according to Chpt. 12 regulation LKLT-SMS-01	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/2	11. 10. 2017	Definition of the content and purpose of the document, page 7	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/3	11. 10. 2017	Chpt. 1.2 Change of airport owner, page 10	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/4	11. 10. 2017	Chpt. 1.24, Update of contacts, page 21	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/5	11. 10. 2017	New Chpt. 1.6.2 a 1.6.3, Storage of aviation fuel and refueling procedures, str. 14-15	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/6	11. 10. 2017	Chpt. 1.10, vymezení požárních a hasicích prostředků, str. 16-17	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/7	11. 10. 2017	Chpt. 1. 20 Facilities at aerodrome complex, page 19-20	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/8	11. 10. 2017	Chpt. 1. 28 Security of Non public airport area, page 22	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/9	11. 10. 2017	Chpt. 3. 1 Capacity of operational areas, page 28	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/10	11. 10. 2017	Chpt. 5. 3 Arrival and Departures, change of customs procedure page 31	10 th September 2017 R. Blaha (SM) R. Speychal (Ř)
4/11	11. 10. 2017	Chpt. 5. 9 Flying of unmanned aerial vehicles, page 41	10 th September 2017 R. Blaha R. Speychal (Ř)
4/12	11. 10. 2017	Chpt. 7 Final provisions, page 43	10 th September 2017 R. Blaha R. Speychal (Ř)
4/13	11. 10. 2017	Annex č. 5 Procedures to reduce noise burden	10 th September 2017 R. Blaha R. Speychal (Ř)

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Divider

Number of prints	Stored at:
1	AFIS (Airport Operator)
2	CAA (Airport Department of Civil Aviation Administration)

Purpose and Validity of the Document

Regulations of Airport Prague Letňany (hereinafter referred to as "Airport Regulations") states the rights and duties of persons partaking in the traffic in the area of the airport and in the delegated airspace of LKLT "Airspace Letňany".

The document is obligatory for all LKLT airport users and other persons that move around or intend to move around the public and non-public aerodrome sections, or that intend to use the delegated airspace. The document regulates the traffic rules, defines sanctions for breaching of these rules and, on the other hand, tries to define the air traffic safety rules under given conditions and in the given environment.

The document is subject to rules for regulated LPL documentation. At the same time, the airport regulation is an order of the airport operator in the sense of § 31 Sect. 2 Act No. 49/1997 Code on Civil Aviation as amended, meant for aviation activities operators and other persons involved in the Prague Letňany Airport traffic and air traffic, and designed to secure safe operation of the aerodrome and coordination of Prague Letňany Airport activities.

Abbreviations, concepts and definitions

AD	Aerodrome
ADC	Aerodrome Chart
AFIS	Aerodrome Flight Information Service
AFTN	Aeronautical Fixed Telecommunication Service
AGL	Above Ground Level
AIP	Aeronautical Information Publication
ALT	Altitude
AMSL	Above Mean Sea Level
APN	Apron
APP Praha	Approach Service Prague
ARP	Air-report (Message Type Designator)
ASDA	Accelerate Stop Distance Available
ATS	Air Traffic Service
ATZ	Aerodrome Traffic Zone
CTR	Control Zone
DIST	Distance
ELEV	Elevation
FREQ	Frequency
FPL	Flight Plan
GND	Ground
GEO	Geographic or True Heading
HO	Service Available to Mean Operational Requirements
HOL	Holiday
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
LDA	Landing Distance Available
LKLT	ICAO Code of Letnany Airport

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LPL	Letnany Airport Ltd.
LSLPS	Air Traffic Service Kbely
LT2-LT4	Air Space 2000ft – 4000ft
LOC	Local Time
MCTR	Military Control Zone
NM	Nautical Mile
NIL	None or I Have Nothing to Send You
NOTAM	Notification to Air Man
OFZ	Obstacle Free Zone
O/R	On Request
PCN	Pavement Classification Number
PIC	Pilot in Command
PDA	Operation Time
PDL	Operation Time of Letnany Airport
RDST	Radiostation
RWY	Runway
SM	Safety Manager
SPD	Value Added Tax
QNH	Altimeter setting to Obtain elevation When on the Ground
TLOF	Touch down and Lift off Area
TMA	Terminal Control Area
TODA	Také off Distance Available
TORA	Také off Run Available
TWY	Taxiway
UTC	Coordinated Universal Time
VFR	Visual Flight Rules
VHF	Very high Frequency (30 – 300 MHz)
VMC	Visual Meteorological Conditions

1. Airport Information

1.1 Airport Information

Airport Operator:	LETIŠTĚ PRAHA LETŇANY s.r.o.
ICAO Code:	LKLT
Frequency:	120,335 MHz (Call sign LETNANY INFO)
Frequency:	123,980 MHz (Call sign LETNANY HANDLING)
Airport Codename:	2B
Type of Airport:	Domestic Public and Private International
Location:	District Prague 18, Letňany, Prague
Aerodrome Reference Point:	50° 07' 53" N ; 13° 31' 32" E
Altitude:	278 m (912FT) ELEV
Aerodrome Reference Temperature:	23°2 C
Distance a radial from the city centre:	10 km NE Prague – center GEO 550°

1.2 The Name and Address of the Airport Operator

Airport Operator:

Letiště Praha Letňany s.r.o.
Hůlkova 1075/35
197 00, Praha 9

IČO: 246 78 350
DIČ: CZ 246 78 350

Airport owner:

Letňany Air Land, s.r.o.
Praha-Kbely, Hůlkova 896/31
197 00, Praha 9

IČO: 061 38 462
DIČ: CZ 061 38 462

1.3 Permitted Flights

- According to VFR
- Educational and Training
- Sport
- Testing
- Flight for Special Purpose
- Transporting
- Parachutes – only Sport
- Airdrops are Permitted Only by Previous Agreement with Airport Operator, APP Praha, LSLPS Kbely and AFIS LKLT

Night Operation: NIL

Note:

- Fees for airport usage are established by Airport Operator in price list „LKLT FEES“ and are available to see on website: www.letnany-airport.cz also in **LKLT Letňany - VFR manual – Czech republic**. Printed price list is available in Terminal 1 building also. Cash and credit card payments possible.
- To conclude a separate agreements and conditions for airport usage please contact The Airport Operator on: info@letnany-airport.cz

1.4 Operating Hours

AFIS

1 MAY – 1 OCT Monday – Sunday, 0900 – 1900 LOC

2 OCT – 30 APR Monday – Sunday, 0900 – 1700 LOC, otherwise O/R HO

Note:

During March and April AFIS operating hours may be extended to 1800 LOC regarding weather conditions and intensity of flights. The airport users are informed about this fact on airport website

www.letnany-airport.cz, airport facebooku LKLT and contractual users by email.

It is highly recommended to call AFIS LKLT + 420 286 581 340 to be informed about ongoing operating hours and RWY condition.

Airport Area (Private Area A, B, C)

Operating hours for contractual airport users are between 0600 – 2300 LOC.

Operating hours for all other airport users are same with AFIS operating hours.

Not contractual users have to follow procedures described in chapter 5.8. Failure to comply with this provision is considered to be a violation of the airport regulation.

1.5 Seasonal Usability

In the winter, the runway system is not maintained and snow cleaning is not ensured due to grassy RWYs. Snow cleaning is only organized on the paved (asphalt) surface of the airport.

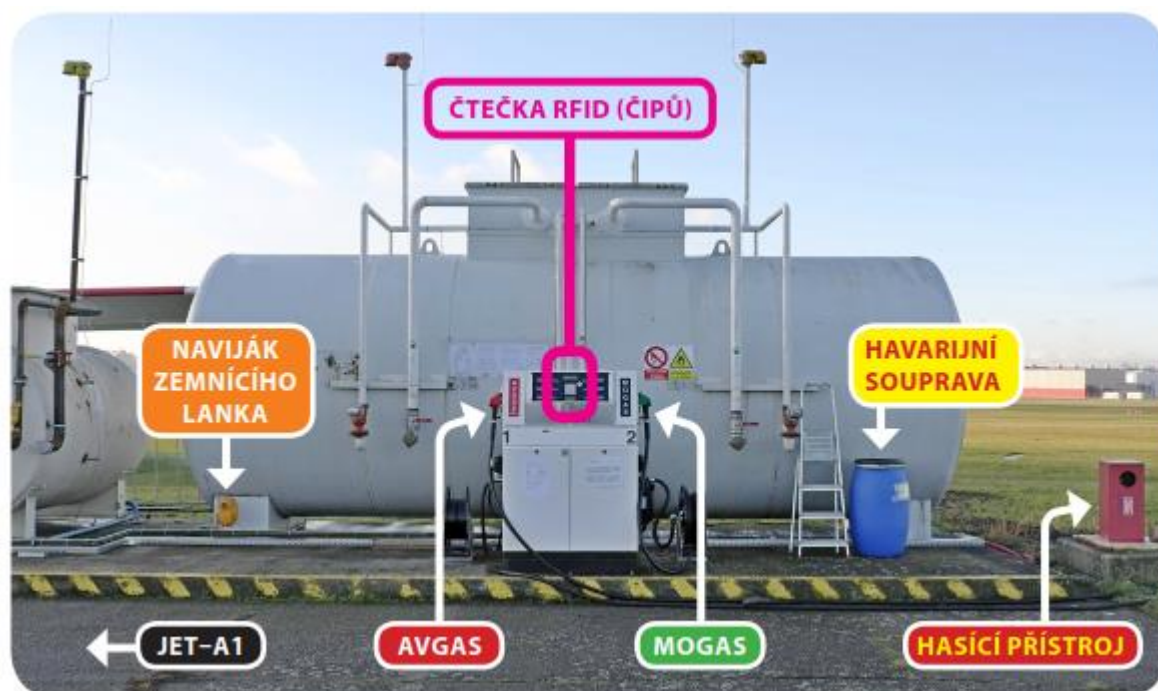
RWYs are ineligible if the grass or snow cover height exceeds 25 cm. If the pilot makes landing or take-off on such an ineligible runway at his own discretion, the operator is not responsible for any damages. In the AFIS operating hours, the pilot is alerted by the AFIS dispatcher that the RWYs system is inoperable (eg. soft surface).

Note:

To check the status of RWYs and verify AFIS service, always call AFIS, tel. + 420 286 581 340.

1.6 Fuel Station

Fuel station is located in the airport complex and is serviced by Airport Operator staff. The refueling station system consists of three fuel storage tanks and 3 delivery dispensers. For fuel station location see LKLT Letňany - VFR manual - ADC.



Picture 1 Layout of fuel station elements on LKLT

1.6.1 Types of fuel

- **AVGAS 100 LL**
- **NATURAL 95 (MOGAS)**
- **JET – A1**

The current price list is always posted on the website of the Airport Operator (www.letnany-airport.cz) or directly on the fuel dispenser.

Instructions how to operate fuel station are given to contractual users in form of guidelines (annex of fuel drawing contract). Other users who do not have a contractual relationship with the Airport Operator are forced

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to refuel by calling Handling Letnany, phone +420 702 185 744 or directly requesting refueling at Terminal 1 building. On arrival, it is also possible to request refueling with AFIS dispatcher on the frequency.

Note:

Permission to refuel without excise duty may be granted to companies that are eligible for excise duty exemption. Such refuelling is only possible upon presentation of an original or a certified copy of a valid Air Operator Certificate (AOC), the specification of which is exempt from the excise duty pursuant to the Excise Tax Act No. 353/2003.

Warning:

If the fuel station fails due to incorrect handling, the costs of damage will be fully paid by the person causing the damage.

Smoking and open flame manipulation is strictly prohibited in the proximity of the fuel station.

1.6.2 Storage of Aviation Fuels, Oils, and other Volatile Substances

Storage of aviation fuels, oils, and other substances of similar consistency is allowed with the airport operator permission only, and only if it is proved that applicable requirements of legal regulations and corresponding norms are fulfilled.

Disposal of used oils and their containers comes under the liability of the person or company that works with these substances or has created this waste, and it follows the applicable legal regulations and corresponding norms.

1.6.3 Instructions for Refueling of Aviation Fuel

Refueling takes place in the premises of the fuel station only, see LKLT Letňany – VFR manual – ADC. No persons are allowed to move in the premises of the fuel station until the aircraft stops completely and turns off its driving unit. The same applies also when the fuel tanker drives in to refill the

fuels. Except for an airport worker responsible for organizing of fuel refilling, but this person must maintain a safe distance from the equipment stated above. During the process of refueling, all moving airplanes, vehicles, persons, or mechanized equipment must keep a distance of at least 10 m from the fuel pistol or the part of the aircraft that is being refueled. The person responsible for refueling must turn off his/her mobile phone or other radio equipment during the process of refueling. The driving unit of the aircraft, mechanized equipment or vehicle can be launched again after the process of refueling is finished and the pump of the station turned off.

There is an exception for parallel refueling, which is possible only if there is a safe distance between these aircraft, see above, and the rules for movement of persons, and transport and mechanized equipment are observed, see above.

When a leakage of fuel occurs, or the garment of a person responsible for refueling gets stained, the process of refueling must be terminated immediately. The afflicted person must retreat from the premises of the fuel station by at least 50 m into the open space, slowly take off the contaminated garment and immediately report this event to the airport operator. The undressing of the stained garment must be assisted by another person that will have a fire extinguisher at hand, in case an electrostatic charge would cause a fire.

The refueling itself must be done in a way that prevents any contact of aviation fuels and hot parts of the driving unit of the aircraft or other transport or mechanized vehicles.

The refueling must not be done inside of buildings or hangars or on a grassy area where it could lead to soil or groundwater contamination.

1.7 Types of Oil

- Shell Helix Ultra 5W 30 oil
- Aeroshell 15W 50 oil
- Aeroshell sport plus 4 oil

1.8 Areas for Aircraft Parking

South of AFIS TWR, two paved parking areas, otherwise on the grass area as instructed by the AFIS dispatcher or airport staff.

1.9 Hangar Parking

O/R

1.10 Rescue and Firefighting Equipment

During AFIS operating hours, an emergency vehicle with a trailer is available for life saving and firefighting purposes. The trailer is equipped with a fire extinguisher and rescue equipment as in the Annex 1, Aviation Regulation L14 (Airport).

During AFIS operating hours, the firefighting and rescue service is comprised of the AFIS Dispatcher and the Executive Technical Worker, the AFIS Dispatcher is in charge of this service and must be immediately informed by the witnesses of an event or by the Executive Technical Worker when a need arises to actively use the firefighting and rescue service equipment.

Airport Category:	2;
Fire Extinguishers:	2 x 50 kg powder extinguisher;
Rescue Equipment:	crowbar, fire axe, knife to cut safety belts, work gloves, medical equipment, materials for the first aid and 2 pcs of respirators.

All equipment listed above is primarily intended to provide life saving and firefighting service at the airport during air traffic operation.

The towing vehicle is located on the asphalt pavement of the driveway to the tower, south of this building.



Picture 2 Rescue and firefighting equipment of LKLT

Other fire extinguishers:

hand-operated 6kg powder extinguishers, type A B C, are placed in LSSP hangar, in canvas hangars, in the tower and at the fuel station

Fire Rescue Service (phone number 150) or **Emergency Medical Service** (phone 155) is called according to the size of the incident, accident, or fire.

1.11 Health Service

The first aid equipment is located in the AFIS TWR, in the Rescue Vehicle and also in Terminal 1 building.

According to the extent of the incident, accident or other event, the AFIS Dispatcher or the Executive Technical Worker call Emergency Service of the City of Prague. **Phone number 155**

1.12 Accommodation Availabilities

- Hotel Duo (4km SW)
- Hotel Aura (4km NW)
- Hotel Blue Orange (4km NW)

In LKLT complex – NIL

1.13 Dining Options

- Refreshment „Letecká vyhlídka“ with panoramic terrace at the airport complex
- **Operating hours:** April – October (week days 1200 – 22:00 LOC, Weekend from 1000-2300 LOC)


1.14 Transport Connection

- Metro station is located 1 km along the southwestern edge of the Airport;(see map, Annex No.1)
- Public transport Bus Stop „Důstojnické domy“in 750m distance;
- Taxi – JetTax, Phone No. +420 251 251 251 (discount 20%)

1.15 Location and Altitude to Check the Altimeter

- Operational area in front of the hangar – 278 m (912FT)

1.16 Signals and Indicators Location

- Wind indicator  (WDI) including a circle with diameter of 15m width of 0,5m is located in area to the right of RWY 05. The second WDI is to the left of RWY 23. Signal area is not established. AD is situated at MCTR Kbely.
- Threshold sign L-shaped dimension 6x4,5m, width 0,8m, white, complemented by cones or flags.
- Lateral threshold sign dimension 3x0,8m, white
- On the number 3 stall, the H marking including the circle for landing and take-off helicopters (TLOF) was made.


1.17 Lighting Equipment

NIL

1.18 Alternate Power Source

NIL

1.19 Symbols Defining Airport Area

The boundaries of the aerodrome operating areas are marked by boundary marks 

The perimeter is surrounded by a continuous fence

1.20 Objects at the Airport Complex

1.20.1 Non-Public Area C

- **(1-A)** Takeoff and landing runways (VPD) – 23R/05L and 23L/05R

1.20.2 Non Public Area B

- **(A-1)** Integrated workplace of the LKLT operator ("tower") consisting of the AFIS post and Airport Operator office (1), Security manager office (2), Safety manager office (3), Ground Handling Manager office (4) and sanitary facilities;
- **(A-2)** Terminal 1 (Briefing room / rest room);
- **(B-1)** Workshop of Aeroclub Praha Letnany;
- **(B-2)** LKLT operator workshop;
- **(B-3)** Mavisys Ltd. workshop;
- **(C-1)** Aeroclub Praha Letnany hangar;
- **(C-2)** Hangar LSSP;
- **(C-3)** Canvas hangars;
- **(D-1)** Fuel station of aviation fuel;
- **(2-A)** OFF-ROAD trail;
- **(3-A)** Area for limited parking of aircraft and other transport and mechanized vehicles;
The maximal time for parking in this area is limited up to 15 minutes
- **(4-A)** Parking area reserved for a long term aircraft parking;
- **(5-A)** Area reserved for modelers

1.20.3 Non Public Area A

- **(E-1)** Rental house of Aeroclub Praha Letnany;
- **(E-2)** Service building of Aeroclub Praha Letnany;
- **(E-3)** Clubroom of Aeroclub Praha Letnany;
- **(6-A)** Airport Letnany parking place;

1.20.4 Public Area

- **(F-1)** Buffet „Na vyhlídce“;

For the layout of the objects see attachment No. 1(A-D)

1.21 Aircraft Communication Devices (Radio Communication)

Call sign	LETŇANY INFO
Frequency	120,335 MHz
Call sign	LETŇANY HANDLING
Call sign	123,980 MHz (only special occasion use when needed during busy traffic)

WARNING

From March 30th 2017 radio communication takes place on new frequency channels; see Frequency channel LETNANY INFO and LETNANY HANDLING. From this date, it will not be possible to arrive or depart from/to LKLT unless the aircraft is equipped with 8, 33 kHz RDST separation.

1.22 Fixed Connecting Services

Phone No. AFIS	+420 286 581 340
Phone No. Ground Handling LKLT	+420 702 185 744
Phone No. LSLPS Kbely	+420 973 333 120
	+420 973 333 121
Phone No. APP Praha	+420 220 374 548

1.23 Radionavigation Equipment

NIL

1.24 Weather Service

ČHMÚ Praha Ruzyně	+420 220 372 143
ČHMU Praha Ruzyně fax	+420 220 372 140
Kbely AD METEO	+420 973 207 392

AFIS is equipped with wind indicator (direction and velocity), QNH indicator, thermometer and map for low surface visibility (Annex. No. 3)

1.25 Rules and Restrictions of Local Air Traffic

- Snow removal during winter is not organized. Snow cleaning is only organized on the paved (asphalt) surface of the airport.
- Air traffic at Prague Letnany airport is coordinated with LSLPS Kbely and, according to circumstances, with APP Praha.
- ATZ airport Letnany cannot be established according to Annex 11, Appendix N, due to vertical and horizontal interference with Airspace class C and D. For purposes of providing Aerodrome Flight Information Service at Letnany Airport, so called „Letnany area“ has been established in consistence with coordination agreement. One part of that „Letnany area“ is conditional space „Vinor“ and the second part is a conditional space „Brandys nad Labem“, which can be activated separately under approval of MTWR Kbely to be used by LKLT.
- „Letnany Area“ is Conditional airspace with vertical restriction GND - 2000 FT AMSL (LKKB altimeter barometric setting). Area „Vinor“ and „Brandys nad Labem“ is set up under the same conditions as the „Letnany area“
- Other conditional airspaces:
- **LT2** with vertical restraints GND – 2000 FT AMSL barometric altimeter setting QNH LKKB

- **LT3** with vertical restraints GND – 3000
FT AMSL barometric altimeter setting
QNH LKKB
- **LT4** with vertical restraints GND – 4000
FT AMSL barometric altimeter setting
QNH LKPR
- **LT5** with vertical restraints GND – 5000
FT AMSL barometric altimeter setting
QNH LKPR
- **„Letnany Display“** is defined by an irregular circle with a radius 1 NM (nautical mile) centered on ARP Letnany Airport with vertical extent GND – 2500 FT, including at the point of intersection with MCTR Kbely by LKPR barometric altimeter setting

AFIS dispatchers are responsible for complying with agreed conditions for the use of these conditional areas

1.26 Aerodrome Circuit

Airport circuit consists of conflicting traffic for flights from/to RWY 06/24 LKPR, 06/34 LKKB and RWY 10/28 LKVO

1.27 Aircraft Maintenance

NIL

1.28 Protection of Objects and Non-Public Areas at the LKLT airport

24 H camera system
Night security

Protection of the airport against unlawful acts is organized in accordance with the Security program of LKLT operator.

2. Rules for Movement of People and Vehicles at the Airport

The movement of people and vehicles at LKLT is specified in the LPL "Transport Regulations" and "LKLT Safety".

2.1 Movement of People and Vehicles

2.1.1 Public Area

- Letecká vyhlídka refreshment – use G2 gate. Space is used by public during Letecká vyhlídka operating hours (April - October);
- Car park for public – in front of the main AD entry

Smoking is allowed in public area.

2.1.2 Non Public Area B

This area forms part of the Prague Letnany Airport and is separated from other areas by fence around the airport. Access to non-public area B (Airside B) is via the G1 gateway where each tenant (airport user, airport employee, etc.) has to prove a valid ID card that entitles him / her to enter the private area and, at the same time, by applying this ID card to the ID card reader allows the person concerned to enter the area B.

Third persons, that is, the supply company, those interested in sightseeing flights, visitors, etc. are allowed to enter Area B only if they are accompanied by a person holding a valid ID card and a third person will have a visually positioned VISITOR card on the top of the garment. The holder of a valid ID card is required to be in full responsibility for the third party whole time. Upon completion of the agreed activity, the holder of the valid ID card must accompany the third person to the public area of the airport.

VISITOR cards can also be borrowed at Terminal 1 LKLT building and must also be returned immediately when no longer needed. In case the gateway service is activated, you can also borrow cards at the gateway to the airport, which is at the G1 - GATE 1 gateway.

Vehicles are only permitted to enter airside with a valid ENTRY AUTHORIZATION CARD. Additionally, the entrance is allowed to supply vehicles, emergency vehicles, the Customs Administration of the Czech Republic, the Police of the Czech Republic and the Municipal Police of Prague.

Other vehicles entry and exit exceptions may be agreed upon previous agreement with an Airport Operator. Temporary ENTRY PERMITS (VISITOR) are available at Terminal 1 building. Each request to enter the private area of the airport must be sent to the airport email address info@letnany-airport.cz.

In non-public area B smoking is permitted only at designated areas.

2.1.3 Non Public Area C

This part defines the area around the RWYs LKLT (more in Appendix 1). The space includes RWYs, TWYs LKLT and APRON LKLT.

Only people who are properly marked with reflexive elements with a strong colored background are allowed to enter the C area. Persons must be holders of a valid ID card, and third parties can enter this area only with a person with a valid ID card. Every person in space C must be marked with reflective elements that make up at least 1/3 of the person's clothing.



Picture 3 Reflective elements for movement in non public C area

In the event of entering the C area with the vehicle, it is required to switch on the hazard warning and contour lights. In space C there is a danger of a collision with moving planes. Taxiing, landing or departing aircraft always take precedence.

Movement in space C must be coordinated with the AFIS dispatcher and the person in this area must follow its instructions.

Exceptions for area C entry are the emergency services, the Customs Administration of the Czech Republic, the Police of the Czech Republic and the Municipal Police of the Czech Republic.

Another exception is the Letnany Rescue and Fire Service, which is made up of the Executive Technical Officer and the AFIS Dispatcher, and for this purpose they use the Emergency Vehicle.

The Airport Emergency Vehicle is equipped with reflective magnetic strips on the vehicle body for movement in this area.

Further movement of persons or vehicles in this area is limited and allowed only in exceptional cases. Under no circumstances may air traffic safety be endangered.

All people in this area are required to monitor air traffic and follow the rules of safe movement in this area.

Smoking in C area is strictly forbidden same as manipulation with open fire.

2.2 General Guidance on Compliance with Safety

1. a) Into non public area B and C it is strictly prohibited to enter with dangerous items, weapons, animals, it is also prohibited to manipulate with open fire, to smoke (except for designated areas in area B), and prohibited entrance for people under the influence of alcohol or narcotic substances. Entry to area B and C is also prohibited to motorbikes, four-wheel bikes, and other vehicles such as single-track vehicles, including bikes, free skating on roller skates, scooters, skateboards and segways. In winter time, it is prohibited to ski or sled in this area. All qualified personnel and other people moving in this area are responsible fo follow safety instructions. Exemptions are granted by the Airport Operator;
- b) It is prohibited to take pictures or film audiovisual records without the prior approval by the Airport Operator. The exception is granted to LKLT tenants, who can take pictures and film for their own personal use;
- c) Person with valid ID card may not enter any other person or people who do not have a valid ID card in Area B and C, regardless of whether the person is known or not. Such admission is considered as violation of the Regulation rules;
- d) All LKLT users and their clients are required to use the G1 Gate Entry to enter Area B (see Appendix 1). The gate can be opened only by enclosing a valid ID card on the ID card reader. For pedestrians it is strictly forbidden to use the entrance gate, which is primarily intended only for vehicles;
- e) Sabotage or improper handling of security systems installed at LKLT will be fined;
- f) All areas A, B and C at LKLT are monitored by CCTV system (24H);
- g) There is a ban on flying kites, parachutes, RC aircraft or other equipment within 500 meter distance from a warning board. Possible exemptions are granted by the Airport Operator;

- h) Each airport user and LKLT employee is required to comply with the LKLT rules and to follow the instructions of the Airport Operator in accordance with the LKLT Airport Regulation;
- i) The main gate G1 closes at 2300 LOC and opens at 0600 LOC. After closing the G1 gate, movement of authorized personnel in LKLT complex possible only with previous Airport Operator approval;
- j) Violation of this Regulation, the Rules of the Traffic regulation at the airport and the Operator's Security Program shall be fined up to 5000 CZK (200 EURO) by the Airport Operator;
- k) In the A, B, C airport areas the speed limit for vehicles, excluding aircraft, is limited up to 5 km / h. The driver is required to comply with this speed limit and not to endanger himself or other entities located within the airport complex. The driver is also obliged to allow the free passage of aircrafts which have absolute priority.

3. Information about Maneuvering Areas

3.1 RWY - Runway

RWY (designation, geographic direction, dimensions, maximum weight, directions, declared distances TORA, ASDA, TODA, LDA)

- Average longitudinal slope is 0.12% downward in direction RWY 05, maximum slope up to 0.3% (does not affect air traffic);
- Average lateral slope is 0,6% in NW and N direction, maximal slope up to 1,0% (does not affect air traffic)

Maneuvering area

RWY		Size		Declared lengths of RWY					
Designation	Hdg	RWY	STRIP	TORA	TODA	ASDA	LDA	Capacity	Surface
05 L	046°	23x860	75x1210	1000	1030	1030	860	5700kg/0,4 Mpa	tráva
23 R	226°	23x860	75x1210	860	1000	1000	860	5700kg/0,4 Mpa	tráva
05 R	051°	25x800	75x800	920	950	920	800	5700kg/0,4 Mpa	tráva
23 L	231°	25x800	75x950	800	920	800	800	5700kg/0,4 Mpa	tráva

The airport operator has set the max. operating height of the grass on the maneuvering area to 15 cm.

Note:

The capacity of the maneuvering area can be reduced due to long-lasting rains or snow melting.

Area between RWY 05L / R and RWY 23L / R may be used by gliders for take off and landing as long as the safety is ensured and only during AFIS operating hours.

3.2 Aircraft Taxiing

A sufficient safety distance between the aircraft must be kept during taxiing, for which the PIC is fully responsible. If the PIC is not sure, the aircraft engine must be shutdown and the aircraft must be pushed or pulled. The aircraft has precedence over people and vehicles moving in non public areas. The PIC must prevent a collision with any obstacle located in the non-public area of the airport. The overtaking aircraft must keep a sufficient distance from the overtaken aircraft.

The pilot is obliged to report parking position to AFIS dispatcher before the aircraft commences taxiing.

3.3 Signs on Maneuvering Areas

Maneuvering areas are clearly marked with boarder signs  .

BOARDER SIGNS SHOULD NOT BE PASSED BY TAXIING AIRCRAFT AT ANY CIRCUMSTANCES. THIS ACT CAN ONLY BE APPROVED IN EMERGENCY BY AFIS DISPATCHER.

3.4 Signs in other Non Public Areas

Further signs and conditions for movement in non public area are specified in Traffic Regulation of Letnany Airport.

4. Obstacles in Airport Vicinity

Obstacles in close vicinity of the aerodrome (elevation, direction, distance from the aerodrome reference point, day and night marking)

Place/location	ELEV (m)	DIST (km)	GEO (o)	Degree of incline (m)
Chimney VZLÚ Letňany	319	0,7	296	44
Chimney Letov	313	0,8	315	36
Chimney LO Kbely	301	0,9	80	24
Lighthouse Kbely	326	1	174	44
Estate Letňany	324	1	276	46
Manufactory KNAUF Kbely	310	0,8	186	37
Pylon VN Prosek PRE,s.r.o	315	1,3	250	37
Houses Prosek	313	1,5	245	36
Houses Prosek	323	2	238	46
Chimney AVIA	325	2,1	340	48
Chimney cukrovar Čakovice	326	2,5	341	49
Chimney teplárna Třeboradice	395	4,1	353	118

There are no obstacles/ barriers on approach RWY 05R / 23L 05L/ 23 R in the rate of 1:30.

Obstacles in the airport vicinity are clearly marked either by day or night lights. Public lighting along the "Kbelska" road is not marked, but does not interfere with the safety protecting zone of LKLT. Pilots are asked to increase their attention.

5. Air Traffic Management

5.1 Responsibility

The Director of Prague Letnany Airport or its appointed representative is responsible for organizing the flight safety. AFIS dispatcher is responsible for providing AFIS and Emergency Service during its operating hours. Executive Technical Worker in duty at LKLT is also responsible for providing emergency service.

5.2 Commencement and Termination of the Air Traffic at LKLT

The commencement, interruption, and termination of the air traffic at LKLT is reported and only allowed by LSLPS Kbely.

5.3 Daily VFR Flights

Airport Operating Minima

Surface visibility 5 km. Scattered 450 m AGL (1500 Ft)

Arrivals and Departures

Arrivals and departure from LKLT are allowed only during the day. Arrivals are allowed during civil twilight, TB-TE. Departures are only allowed between sunrise and sunset, SR-SS, as per the sunrise and sunset timetable, published in AIP CR.

Arrivals and departures are subject to VFR Manual VFR-AD-LKLT-TEXT-2, articles: 1.3.3 to 1.3.3.6

Aerodrome user is obliged to inform the Airport Operator about any arrival and departure from/ to countries outside of EU and Schengen at least 24-hrs before planned arrival or departure, using a required form. The form can be obtained on www.letnany-airport.cz and then is to be e-mailed to info@letnany-airport.cz. The Airport Operator is obliged to organize immigration and customs clearance, as per valid Czech law and regulations. At request, the Airport Operator will ensure

a security check of people and baggage. This service must be ordered and confirmed by Airport Operator at least 24-hrs in advance.

The charges associated with the above customs, which will be canceled more than 12 hours before arrival, will not be charged. However, if cancellation takes place in less than 12 hours prior to arrival, the airport operator will charge such customs in full (cancellation must be emailed to info@letnany-airport.cz).

Aerodrome Circuit /Pattern

Aerodrome circuit has to be flown according to VFR Manual VFR-AC-LKLT-TEXT-3, section 1.4 – 1.4.3.3. **It is prohibited to fly aerodrome circuit training when the AFIS LKLT is not activated.**

Combined Flights (VFR – IFR /IFR - VFR) – Kbely Airport Usage

According to the AIP CR, pages AD 1. 1. - 2., clause 1.1.2.1.2, an instrument approach with the subsequent VFR flight to another aerodrome or training approach is considered as military airport usage. The use of the LKKB military airport can be according to AIP CR, page AD 1.1-3, clause 1.1.2.2, only on the basis of a prior authorization by the competent authority of the Czech army.

Compliance with ATFM Departure Slots

According to Commission Regulation (EU) No 255/2010 from 25th March 2010, pilots flying at FPL (combined) from Prague Letňany airport must adhere to the ATFM departure slots. Information about the allocated time slot for the combined VFR / IFR flight can only be gained at FIC Prague office in accordance with AIP ENR 1.9.1.5.1., phone number: +420 220 374 393 or +420 220 562 638.

Combined FPL Departures from LKLT

All pilots are required to inform AFIS LKLT well in advance about their combined FPL, prior to their actual departure, ideally by phone. AFIS LKLT will then inquire MTWR Kbely if they received the FPL. If for any technical reason they have not, MTWR Kbely will ensure subsequent FLP redistribution. Once the FPL is received at MTWR Kbely, they inform AFIS LKLT. Only then AFIS LKLT provides the information for departure and activates the FPL. Should the FPL not be distributed (activated), the pilot must wait for AFIS LKLT instructions.

This regulation minimizes the aeroplane inflight delays and ensures adherence to the ATFM slots

Holding

Holding procedures not applied. Eventual holding is carried out according to instructions from AFIS dispatcher or LSLPS Kbely (AFIS is out of service).

Noise Abatement Procedures

Unless otherwise instructed by ATC, it is prohibited to fly with powered aeroplanes over urban areas such as Kbely, Satalice, Vinor, Horni Pocernice, Cakovice and Miskovice. After departure from RWY 05L/R, the pilot is required to avoid flying over Kbely and follow the aerodrome circuit trajectory of the actual RWY in use. After departure from RWY 23L/R climb with maximum gradient while maintaining safety of the flight. It is forbidden to overfly Prosek.

After 1600 UTC the aerodrome circuit training flights are strictly prohibited

Operation on Parallel Runways

The axial distance of RWY's does not meet the requirements of point 3. 1. 11 of the L 14 (airport).

Parallel RWYs are not to be used simultaneously, only for independent operation as specified below:

landing – 05L (full stop or touch and go)

landing – 05R (full stop)

landing – 23R (full stop or touch and go)

landing – 23L (full stop)

Departures from RWYs only independently. LKLT AFIS Dispatcher recommends the line up order depending on the traffic situation. In the event of Departure or Arrival out of AFIS operating hours, the pilots follows MTWR Kbely instructions.

In case there is glider launching in progress, independent operation is strictly prohibited.

Counter-side independent parallel traffic is prohibited. Only in exceptional cases such as "Emergency" or Emergency Training, and only under the circumstances that there is no traffic on the circuit or landing in the opposite direction, and AFIS is activated.

5.4 Parachute Flights

Execution of Parachuting Flights: Shall be governed by L2 Supplement N, Parachuting Flight Rules, Annex 2 – L2

- a)** Parachute flights – sport parachutes only, only with the aerodrome operator approval and in coordination with APP Praha, LSLPS Kbely and AFIS LKLT;
- b)** Maximum parachute drops FL95, always outside of clouds. LSLPS Kbely will approve the parachute drops based on current air traffic so that air traffic security is not disrupted;

- c)** Parachute drops will not be approved if Flight Training, Departure or Arrival is in progress at Kbely aerodrome;
- d)** Only sport or army parachuters may practice the parachute drops, using sterable parachute (main and reserve);
- e)** Airport Operator (Letiste Praha Letnany Ltd.) guarantees the parachute landing at LKLT complex;
- f)** A day prior planned parachute drops, at 1900 hrs., the parachute drop operator must coordinate the parachute drops with LSLPS Kbely to ensure no interference with any military aircraft Training flights;
- g)** At day of parachute drops, at 0830 hrs, the parachute drops operator coordinates actual flight plan with LSLPS Kbely.
- h)** When conducting parachute flight, one minute before the actual parachute drops, the pilot requests APP Praha and LSLPS for approval. If the approval is not granted, the parachute drops are not allowed, until such approval is granted;
- i)** LSLPS Kbely reserves the right not to approve the parachute drops activity if heavy air traffic or Kbely workload do not permits;
- j)** LKLT parachute drops point of contact and coordinators: Mr. Podoubsky, mobile phone number +420 602 279 289; or Mr. Toman, mobile phone number: +420 724 139 501. These people coordinate the activity and approval with LSLPS Kbely and are always present at the parachute drops;
- k)** Conducting army parachute drops is subject to LSLPS Kbely in coordination with AFIS LKLT.
- l)** Parachute landing/ touch down area is designated in Annex No. 7

5.5 Alternate Aerodrome (Callsign, Frequency, Altitude, RWY, GEO, DIST, Phone No.)

! WARNING!

Kbely aerodrome (LKKB) shall not be listed as the alternate aerodrome nor should it be mentioned in the FP

! WARNING!

1. VODOCHODY

ICAO	LKVO
CALLsign	Vodochody Tower
Frequency	133,080 MHz
ATIS	123,030 MHz
Radar	127,480 MHz
Altitude	280 m
RWY 10 / 28	dimension 45 x 2500 m (asphalt)
RWY 11 / 29	dimension 1800x50 m (grass)
GEO	318°
DIST	12,2 km
Phone No.	+420 731 135 187

Available to use only with previous approval from LKVO ATC

2. VACLAV HAVEL AIRPORT

ICAO	LKPR
Frequency	122,160 Ruzyně ATIS 118,110 Ruzyně TOWER 120,530 Praha Radar
Altitude	376 M
RWY 06 / 24	dimension 3715 x 45 m (concrete)
RWY 12 / 30	dimension 3250 x 45 m (concrete)
GEO	250°
DIST	20 km
Phone No.	+420 220 111 111, +420 220 115 890

3. TOČNÁ

ICAO	LKTC
Callsign	Točná Radio
Frequency	123,410 MHz
Altitude	313 m
RWY 09 / 27	dimension 870 x 30 (grass)
GEO	206°
DIST	17,5 km
Phone No.	+420 724 443 882

4. SAZENÁ

ICAO	LKSZ
Callsign	Sazená Radio
Frequency	119,640 MHz
Altitude	233 m
RWY 15L / 33R	dimension 120 x 1315 m (grass)
RWY 15R / 33L	dimension 30 x 840 m (grass)
GEO	320°
DIST	28 km
Phone No.	+420 776 112 386

5. MLADÁ BOLESLAV

ICAO	LKMB
Callsign	Boleslav Radio
Frequency	123,610 MHz
Altitude	233 m
RWY 05 / 23	dimension 100 x 775 m (grass)
RWY 16 / 34	dimension 100 x 900 m (grass)
GEO	042°
DIST	44 km
Phone No.	+420 326 734 015 +420 326 734 775

5. KOLÍN

ICAO

Callsign

Frequency

Altitude

RWY 03R / 21L

RWY 03L / 21R

GEO

DIST

Phone No.

LKKO

Kolín Radio

129,155 MHz

282 m

dimension 900 x 35 m (tráva)

dimension 900 x 110 m (tráva)

206°

48 km

+420 321 720 844

5.6 Flying in Conditional Airspace

The workspace of LKLT is treated by Coordination Agreement with ATS services provision among APP Praha, LSLPS Kbely and LKLT AFIS provider.

Departures and Arrival from Conditional Airspaces

Departures and arrivals from these conditional airspaces are based on AFIS LKLT dispatcher instructions or LSLPS Kbely instructions.

Procedures in case of Emergency

These procedures are listed in LKLT Emergency Plan.

Operation of Ultralights (microlights)

Ultralight operation at Prague Letnany Airport Ltd. is permitted and governed by the same regulations as motor-powered aircraft. An exception is the operation of balloons and airships which have to follow instructions of LSLPS Kbely, APP Praha and AFIS LKLT.

5.7 Special Provisions

The Head of AFIS or AFIS dispatcher in duty may direct orders as appropriate taking into account traffic density, flight safety, APP/ LSLPS Kbely instructions, other than those specified but only on condition that air traffic safety is granted. Members or clients of all operators using Prague Letnany Airport must be demonstrably familiar with and comply with the applicable LKLT Airport Regulations and instructions from the airport Operator, Head of AFIS or AFIS dispatcher in all matters.

The representatives of companies operating at LKLT (users) are responsible for demonstrable familiarization of all their employees or people working within their company at LKLT (including aircraft hirers, aircraft maintenance technicians, aircraft operators, other external

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entities, ...) with a valid Airport Regulation and bears full responsibility for non-compliance of their entities with this Airport Regulation within LKLT complex.

Aerochemical activity departing from Prague Letnany Airport is forbidden.

PILOT IN COMMAND (PIC) IS OBLIGATED TO USE ALL LENGTH OF RWY FOR DEPARTURE!

5.8 Flights before and after AFIS Operating Hours

Departures and arrivals at LKLT before and after AFIS operating hours (refer to VFR Manual LKLT) has to be reported by email (info@letnany-airport.cz) at least 12 hours in advance, unless otherwise specified in the contracts with individual users. **Requests for arrival and departure outside the airport operating hours must be made at the airport's operating hours and such a request has to be confirmed by LKLT employee.** Landing (except emergency and precautionary) without Airport Operator approval outside AFIS operating hours is fined up to 5000 CZK (200 EURO). Responsibility for departure and arrival is upon the commander of the aircraft who maintains communication with MTWR Kbely and follows the instructions of the LSLPS Kbely.

The use of Prague Letnany Airport at the higher frequency of arrivals and departures outside the AFIS operating hours must be resolved by a contractual relationship with the Prague Letnany Airport Operator. The Prague Letnany Airport Operator is responsible for air traffic safety only during AFIS operating hours (specified in VFR Manual of the Czech Republic), eventually in times requested by the client or the contractual user of Prague Letňany Airport or by an entity such as the Czech army for instance.

5.9 Flying of Unmanned Aerials Vehicles

In order to use the "Area" of LKLT by unmanned aerial vehicles (aircraft without a pilot), a written request must be sent to the email address info@letnany-airport.cz during AFIS operational hours. This request must be approved by the airport operator in a written form and a written coordination procedure between the AFIS dispatcher and the owner of the airport unmanned aerial vehicle must be arranged. The fee for the service provided by the AFIS dispatcher is set individually. LSLPS Kbely must be also informed about flights with such vehicles. Flying with unmanned aerial vehicles is allowed only with a valid permission to fly unmanned aircraft, issued by CAA, and the pilot must observe provisions of the Regulation L2, Appendix X. Flying unmanned aerial vehicles in the Area Letňany is forbidden unless the above-stated conditions are fulfilled.

6. Event Reporting with an Impact on Operational Safety (Safety)

Prague Letnany Airport Ltd. introduces safety reporting system as part of AFIS to prevent and detect the risks associated with the safe operation of the airport and the Aerodrome Flight Information Service.

Reports are entirely voluntary and may be anonymous. For this purpose, the Airport Operator has placed a form (Safety Form) on the website www.letnany-airport.cz, which can be downloaded and filled in and send by email to info@letnany-airport.cz or printed and anonymously placed into a post box, which is located on the gateway marked GATE 1, marked Safety Box.

The operator is required to process, evaluate and take appropriate safety steps to each such safety alert and to publicly inform airport users of the measures thus taken.

Under no circumstances the airport operator penalizes in any way the person who filed such a safety report.

The system is based on the detection of hidden safety risks that may arise in connection with the operation of the airport or Aerodrome Flight Information Service (AFIS).

7. Final Provisions

This document applies to all activities at LKLT aerodrome.

All persons participating in the air traffic and all pilots flying to the LKLT airport must be acquainted with this document. All person at the LKLT airport confirm that when they enter the LKLT airport area (or land on its runway) they are acquainted with these regulations and accept all their provisions, esp. with the provisions "Rules for movement of people and vehicles at the airport", incl. sanctions for breaking of these provisions and these airport regulations.

At the moment of entering the LKLT airport (or landing of an aircraft on its runway) a contract is concluded between the person entering the LKLT airport area (or the person landing on the runway of LKLT airport) and the LKLT airport operator (Letiště Praha Letňany, s.r.o.), based on this contract the person entering the LKLT airport area (or the person landing at the LKLT airport runway) commits to fully observe the obligations stated in this document and also commits to pay a fine to the LKLT airport operator in case of breaking these obligations. If not stated otherwise, the fine for breaking of the obligations stated in this document amounts to 10,000 CZK.

The LKLT airport operator has a right to decide that the fine will not be demanded at all, or that just a lower amount than 10,000 CZK will be demanded.

The airport operator, Letiště Praha Letňany, s.r.o., is responsible for the up-to-dateness of all data in these Airport regulations.

8. Annexes

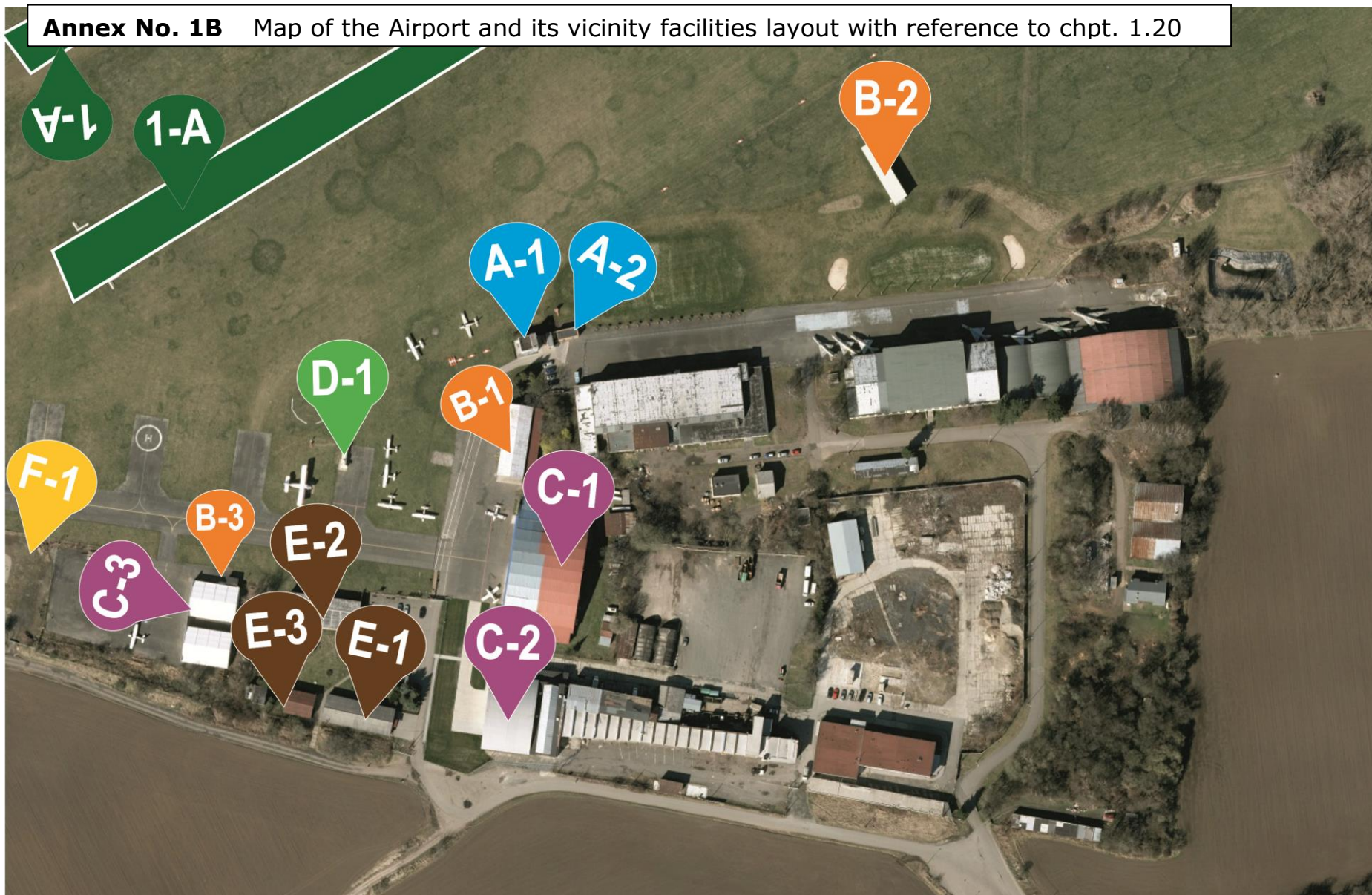
Annex No. 1	A-D	Map of the Airport and its vicinity buildings layout
Annex No. 2		Layout of Public and Non public areas at LKLT complex
Annex No. 3		Map of surface visibility
Annex No. 4		Aerodrome circuit
Annex No. 5		Procedures to reduce the noise burden
Annex No. 6		Lateral and longitudinal cross section of RWY 's
Annex No. 7		Plan of parachute operation and probable parachute touch down zone

- 1 Přistávací dráhy
- 2 Řídicí věž
- 3 Občerstvení - Letecká vyhlídka
- 4 Hangár - LSSP
- 5 Hangár - aeroklub
- 6 Modelářské RC letiště
- 7 Muzeum
- 8 Komerční prostor
-  Neveřejná část B
-  Neveřejná část C

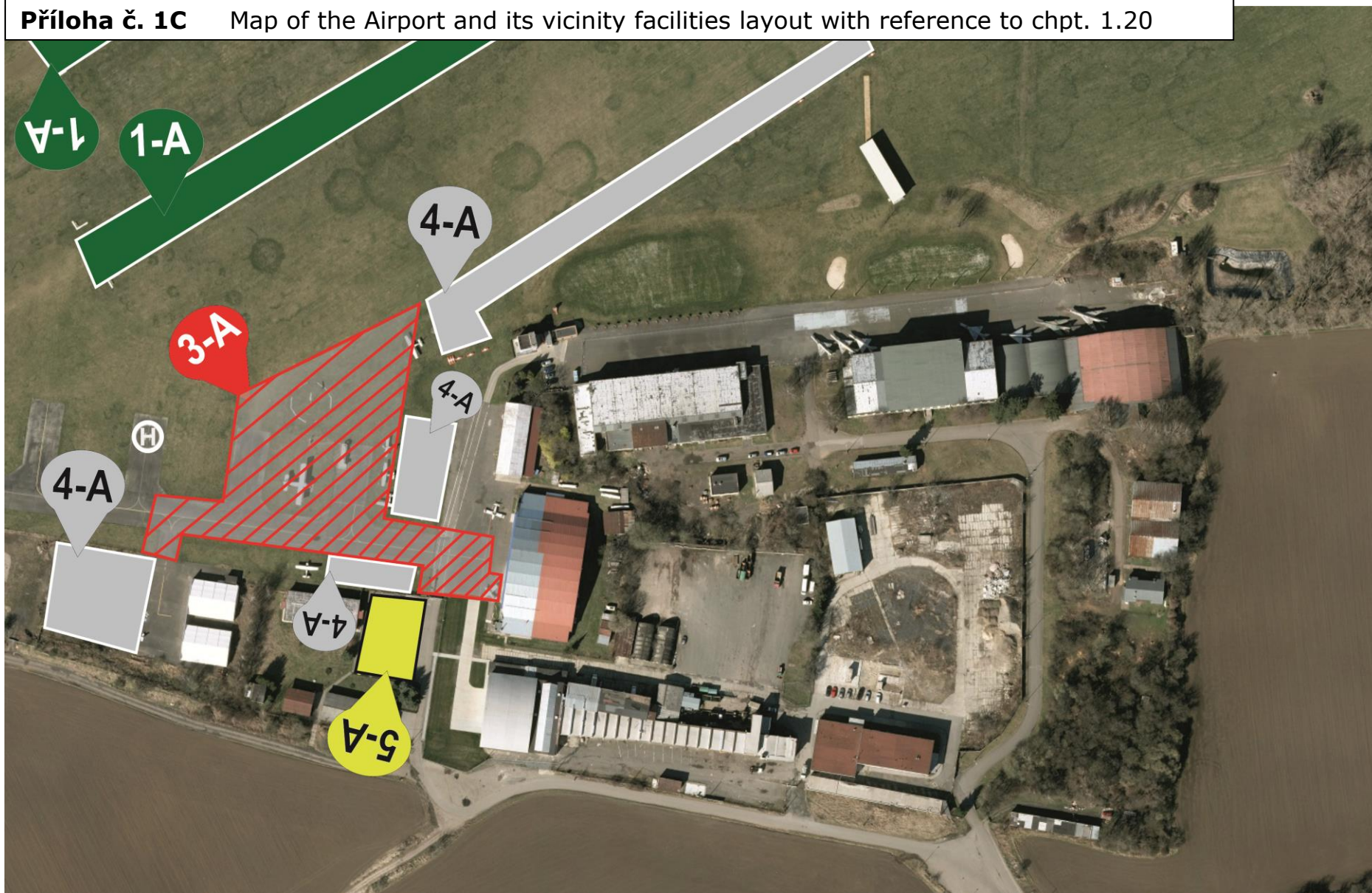


Annex No. 1A Map of the Airport and its vicinity buildings layout

Annex No. 1B Map of the Airport and its vicinity facilities layout with reference to chpt. 1.20



Příloha č. 1C Map of the Airport and its vicinity facilities layout with reference to chpt. 1.20



Příloha č. 1D Map of the Airport and its vicinity facilities layout with reference to chpt. 1.20



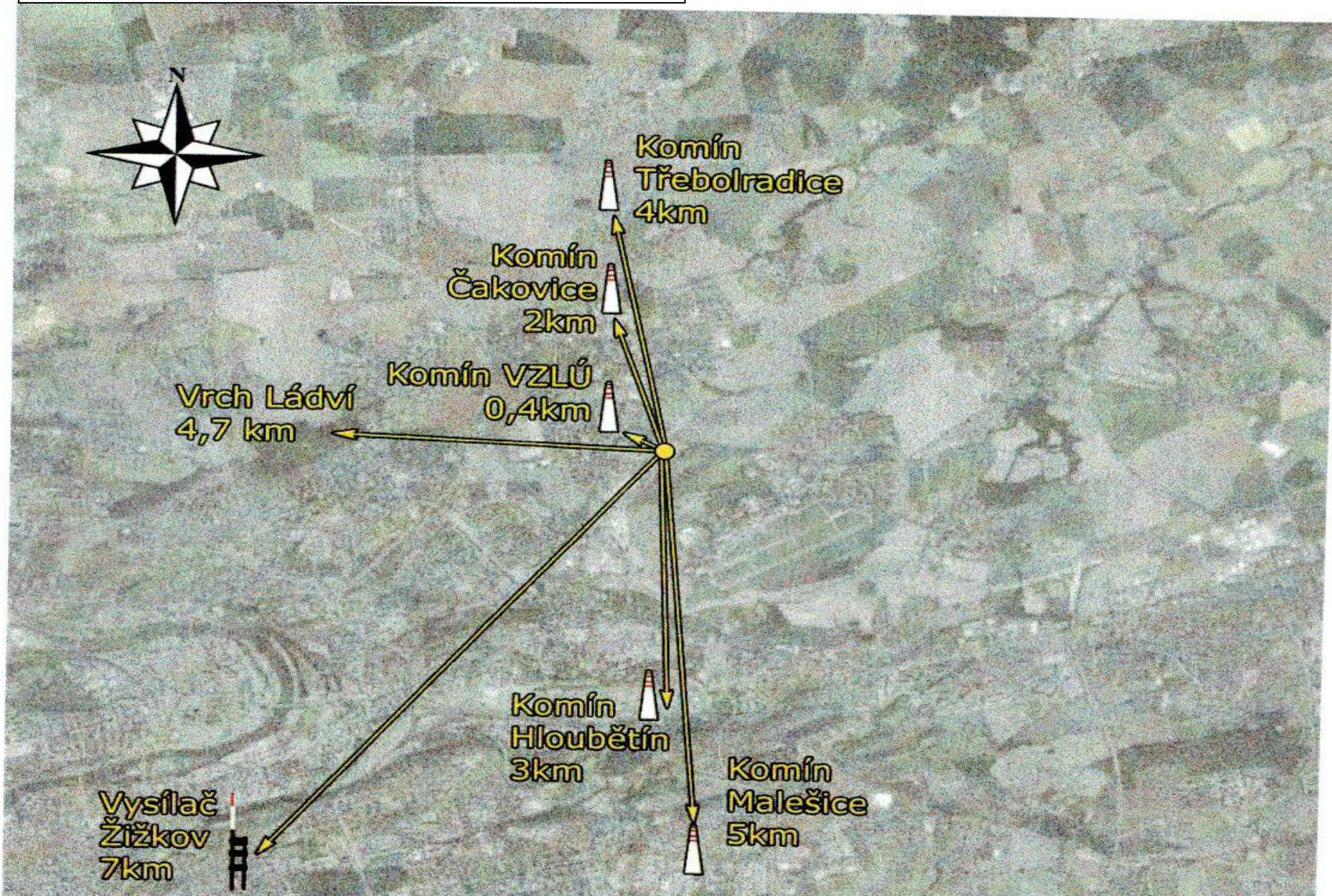
Annex No. 2 Layout of Public and Non public areas at LKLT complex



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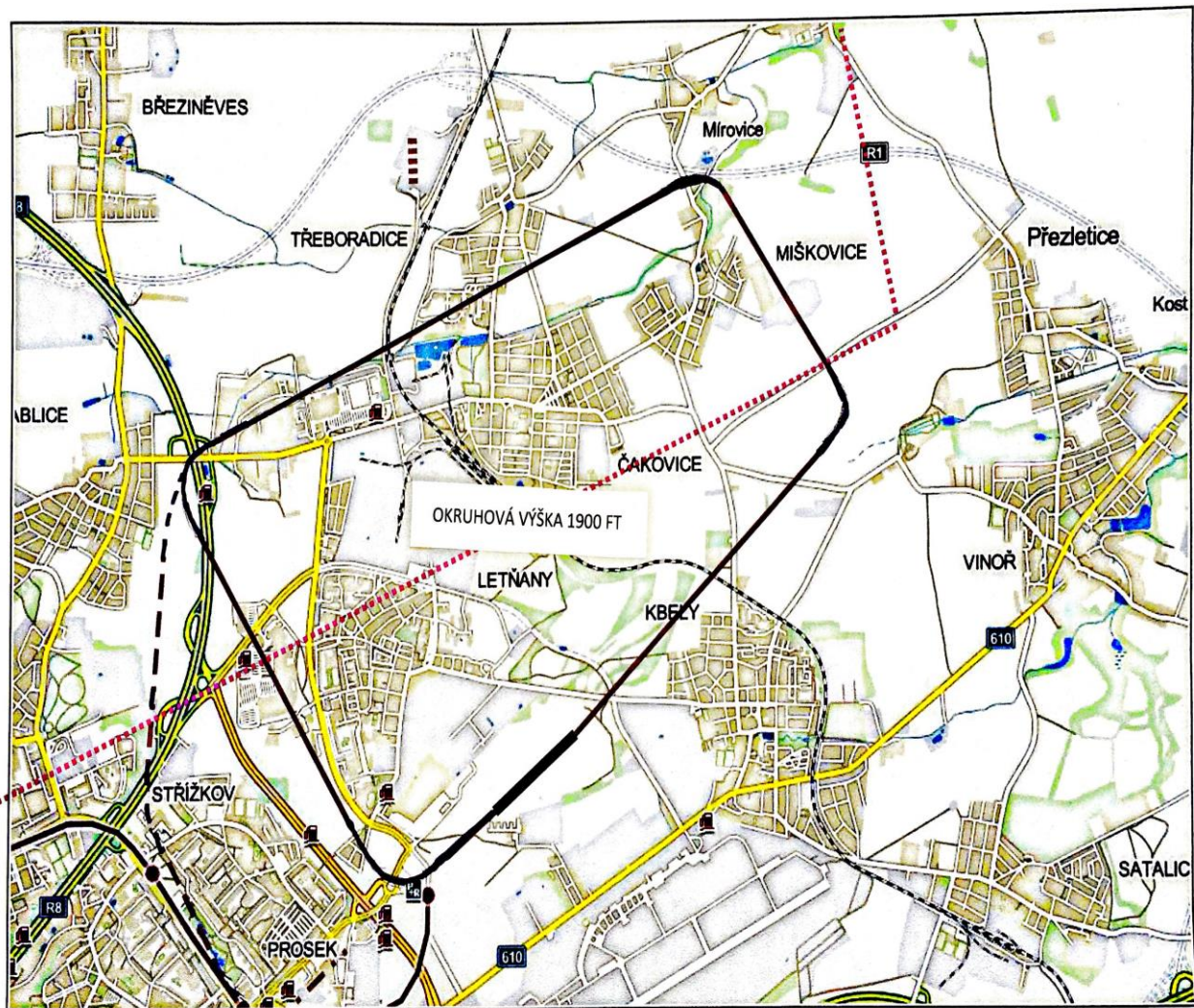
Annex No. 3 Map of surface visibility



Annex No. 4

Aerodrome circuit at Prague Letňany Airport

LETOVÝ OKRUH LETIŠTĚ PRAHA LETŇANY

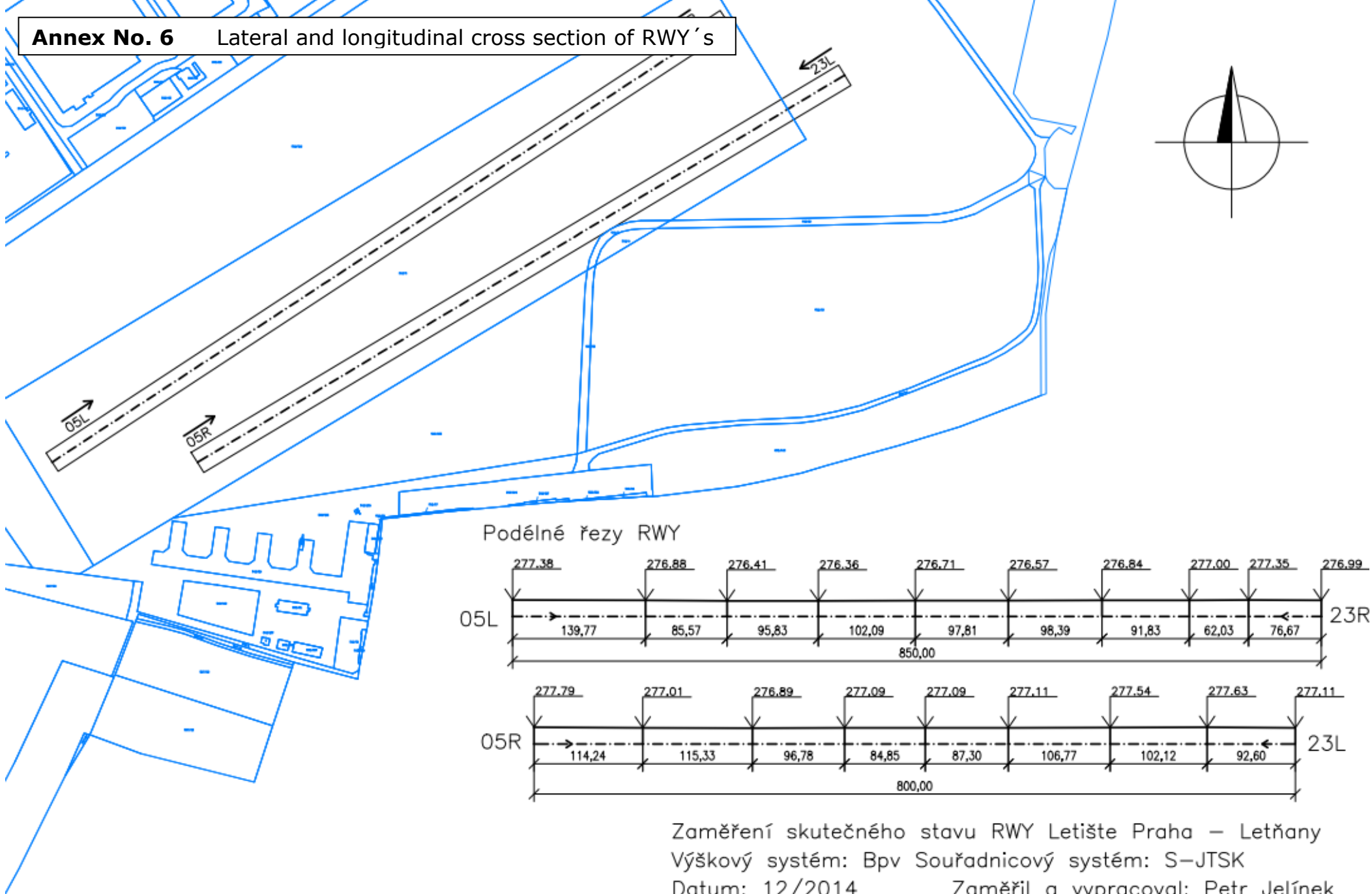


Annex No. 5 Procedures to reduce the noise burden

In order to reduce the noise burden around the airport, the airport operator Praha Letňany s.r.o. has issued updated instructions for flying circuits from RWY 05/23.

- 1.** Training circuits are done till 1600 UTC. This rule does not apply to gliders. The operational hours for gliders are one hour longer than the stated operational hours of the AFIS post.
- 2.** On the weekends and national holidays, the aircraft type Zlín can fly their training circuits after 1200 LOC.
- 3.** Training circuits can be flown only when the AFIS service is activated.
- 4.** Outside AFIS operational hours only one-time arrivals and departures with the approval from the airport operator are allowed.
- 5.** Outside AFIS operational hours only integrated rescue services, flights with humanitarian purpose or search flights are allowed to use the airport.
- 6.** Night flights are not performed.
- 7.** No arrival or departure tracks are defined, but the airport flying circuit is primarily used for this purpose, alternatively there are other instructions based on the coordination with the AFIS dispatcher or MTWR Kbely post.
- 8.** Flights without a radio connection between the AFIS dispatcher and the PIC are strictly forbidden during AFIS operational hours.
- 9.** It is strictly forbidden to make engine tests at the airport after 1600 UTC.
- 10.** It is strictly forbidden to make engine tests in the area around the buffet 'Letecká vyhlídka' and in the areas, where an occurrence of persons can be expected.

Annex No. 6 Lateral and longitudinal cross section of RWY 's



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Annex No. 7 Plan of parachute operation and probable parachute touch down zone.



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